

Report for Week Ending 15 January from 25X1A9a

1. Contributions

a. Intangible

- (1) Promoted further utilization of surplus filing equipment (scheduled for disposal by the Office of Logistics) by forwarding copies of the excess equipment list to 17 Area Records Officers.
- (2) Arranged for the procurement of the film, "Better Typing", and its showing to members of the Clerical Training Staff, OTR.
- (3) Manned the records management display at the Support Services Exhibit.

2. Projects - Active

- a. End-of-Year Progress Report - Completed Part I, "Significant Developments and Trends".

3. Projects - Inactive

- a. Graphics Register Film Index card file

4. News

- a. Attended the 9th meeting of the U.S. Government Correspondence Manual Committee. Strongly recommended that blue paper no longer be used in the printing of Standard Form 64, Office Memorandum. The Committee concurred, and the recommendation will be presented formally to the Bureau of the Budget.
- b. Attended one session of the "Effective Speaking Course"

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